



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 18, 2011

MEMORANDUM

TO: Title I, Part D, Subpart 2 Local Educational Agencies Fiscal Agents

FROM: Michael W. Radke Ph.D., Director
Office of Field Services

SUBJECT: Requirements to Meet Title I, Part D, Subpart 2 Legislation

Current legislation SEC. 1423 requires, minimally, that:

- the facility and the local education agencies (LEA) (fiscal agent)/Service Provider should complete and file an Application of Funding that *includes a description of the programs and services to be offered at the Subpart 2*;
- a Formal Agreement between the Subpart 2 facility and the LEA (fiscal agent)/Service Provider, is also to be on file, and
- the Formal Agreement and Application for Funding must be completed annually and submitted to the Michigan Department of Education (MDE)/Office of Field Services (OFS) **by June 30, 2011.**

Follow this link to the Formal Agreement and Application:

http://www.michigan.gov/mde/0,1607,7-140-6530_30334_51051-237385--,00.html

Please note that the one-page Annual Survey Form does not meet the legislative requirements for an Application for Funding.

Subpart 2 Facilities and LEAs (fiscal agents)/Service Providers will need to collaborate to complete the required documentation for 2011-12. The completed Application for Funding and Formal Agreement must be submitted, electronically, **no later than** June 30, 2011, to TitleIDSubpart2@michigan.gov.

Any questions regarding the documents, or contents of this memorandum should be directed to Michelle Patton via email at PattonM@michigan.gov, or (517) 373-6066.

cc: Shereen Tabrizi, Ph. D., Manager
Office of Field Services, Special Populations Unit

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324